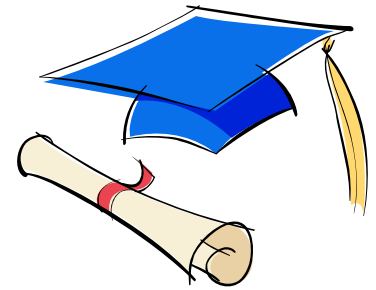


IBS Graduation Checklist

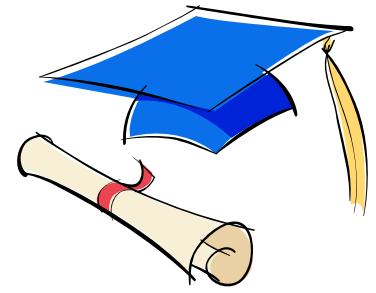


PRE-DEFENSE

1. Apply to graduate within the semester you intend to finish (form and due dates on website <http://www.gwu.edu/~regweb/web-content/graduation.html#application>)
2. You may want to visit the Electronic Dissertations Website (<http://www.gwu.edu/~etds/>) before you start writing as they have a template, which some students have found useful. On the left side of the website, there is a link called "manuscript standards and template." You can either follow the template as a formatting guide, or actually download the template and use it to write your dissertation.
3. Select **two readers**, besides mentor and co-mentor (who count as one person). A co-mentor is required for all NIH students and for students at GW whose mentor has not previously directed a graduate student.
4. Select **Examination Committee**, which must consist of:
 - The two readers
 - Two others

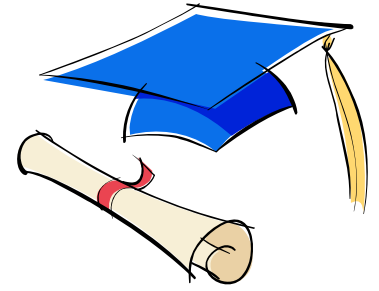
This will total of at least four examiners, remembering that the mentor and co-mentor cannot be examiners. One examiner must be outside the program in which the student is earning the degree. The outside examiner may be at GW, at another university, or at another institution. The student may be required to submit the outside examiner's CV. For NIH students, at least half examiners must be faculty from a GW campus (Foggy Bottom or CNMC).

5. Select a defense date. Confirm this date with all committee members. It is SAFEST not to schedule this date until your readers have signed off on the "Dissertation Research Committee Sign-Off" sheet, available from your Program Director, but a date may be scheduled before that if the student can extract from the readers and other examiners an estimated length of time they will need to read the dissertation and plan accordingly.
6. Distribute dissertation to readers. Have them sign "Dissertation Research Committee Sign-Off" when they are satisfied with the document.
7. Make their suggested changes. Then distribute dissertation to rest of committee.



8. Ask Marc Wittlif (994-2142) or Amanda Page (994-2179) to schedule a room for your defense. Plan about 3 hours. You will first present a seminar, and then defend your dissertation.
9. Identify a Chair for your defense. This is a person NOT on your examination committee and not your mentor or co-mentor who will preside at the defense. It should be the IBS Director, your Program Director, or other senior faculty member.
10. **AT LEAST TWO WEEKS PRIOR TO YOUR DEFENSE** you should email Marc Wittlif (msdmrw@gwumc.edu) and Amanda Page (msdaep@gwumc.edu) your program information so they can create programs and make flyers for your presentation. The IBS office has a template used to create the program itself. Samples are available in the office.

IBS Graduation Checklist



POST-DEFENSE

1. Make required changes to dissertation, if any. Get advisor's and other required signatures on revision (if any). The sign-off form for corrections is available from your Program Director.
2. Fill out the Survey of Earned Doctorates (available in the IBS office).
3. Submit your dissertation with all corrections made on-line as instructed at <http://www.gwu.edu/~etds/>. Also complete the UMI form online at the time of submission. Make hard copies of your dissertation for your mentor and others as they have requested. The Graduate School no longer needs hard copies. The Electronic Dissertation form must be provided as a hard copy, certifying that the form of the dissertation submitted electronically is the final, corrected version. This form must be signed by the student and the Program Director and submitted to Ms. Beatty in CCAS.

Deadlines (posted on website):

Dissertation defended and everything in to grad school by

Spring March 31

Summer August 15

Winter January 15